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ABSTRACT

This workbook in library skills is designed to acquaint students with the facilities and resources of the North Dakota State University Library. Each chapter includes a brief discussion of the topic and a worksheet. The following topics are covered: (1) library tour; (2) the online catalog; (3) term and subject searches using the online catalog; (4) advanced use of the online catalog; (5) locating books; (6) how to check out books and other circulation procedures; (7) how to locate reserve readings; (8) reference room; (9) dictionaries; (10) encyclopedias; (11) almanacs; (12) biographies; (13) periodical indexes; (14) locating periodicals; (15) newspaper indexes and current events reference sources; (16) "Resources in Education" (RIE); and (17) interlibrary loan. (MES)

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INTRODUCTION

This workbook in library skills is designed to acquaint you with the facilities and resources of the NDSU Library. The skills and knowledge acquired by completing this workbook will be useful throughout your academic career, in whatever library you may be working. When you have completed the workbook, you will know how to locate information on a subject, and how to use a variety of reference materials.

For each assignment, carefully read the information on the white pages and then turn to the worksheet. Locate the information asked for on the worksheet.

If you have any questions, the librarians at the Reference Desk are there to help you. Be sure to ask them for assistance.

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ONE
LIBRARY TOUR

Begin this tour in the main floor lobby.

Welcome to the University Library. This tour has been designed to acquaint you with the Library's layout and services. Please remember that the Library is not just a building with a collection of materials; there are PEOPLE--Library staff who are here to assist you in locating the best materials for your needs.

The Library has three levels: lower level, main floor, and upper level. To begin the tour, you should be in the lobby by the entrance on the main floor. If you are not, go there.

The long counter in the lobby is the Circulation Desk. Here, materials are checked out and returned. Materials placed on reserve by an instructor are obtained at the Circulation Desk.

Face the stairway going down. To the left is a study area open 24 hours a day; this area is accessible through the outside door. Turn towards the long corridor. The computer terminals contain author, title, and subject information on the book and audio-visual collections of the Main Library and the resource centers in Architecture, Chemistry, and Pharmacy. The NDSU Library does not have a card catalog.

Across from the terminals to the left is the Interlibrary Loan Desk, When a book or periodical is not available in the Library's collection, it might be available from another library in the Fargo-Moorhead area. Materials not available in Fargo-Moorhead may be obtained from other North Dakota libraries or libraries in the region. Ask for request forms at the Interlibrary Loan Desk or at the Reference Desk.

Walk down the main hallway. Below the "Reference" sign is the Reference Desk. Reference librarians are here to assist you in using the Library. Do not hesitate to interrupt Library staff to ask for help.

Walk past the Reference Desk down the hallway to your left, past the photocopy room.

At the end of the hall is the Media Center. Here you will find records, sound/slide programs, audio and video tapes, and equipment on which to listen to or view these materials. The Media Center also contains production facilities and staff for transparencies, slides, and other instructional media.

Walk down the hallway across from the Media Center back to the lobby; you will pass the Multi-Purpose Room, Conference Room, and the administrative offices.

Go up the main staircase to the upper level.

In front of you are the Computer Cluster. These rooms contain personal computers and computer terminals for students' use. A variety of software is kept on reserve at the Circulation Desk (main level).

To your right is the beginning of the Library's book collection. The book collection is located on the upper level and is arranged by call number, beginning with A and continuing through Z.

Walk to your left, passing the Computer Cluster and book shelves. In the northwest corner of this level is the government publications collection. Go left again. Continue walking toward the planters and skylight. You will pass the oversize or "Folio" books and the individual study rooms. As you stand near the plants, you can see more of the book collection.

Whenever you are looking for a specific book or government publication for which you have a call number and are unable to locate it, ask at the Circulation Desk or pick up one of the red phones located throughout the Library. Someone at the Circulation Desk will answer and give you assistance. Remember that the book you want may be checked out, in which case you may recall it using the Online Catalog, or it may be on reserve.

Now go back to the main lobby where you began the tour.

You are again in the main lobby. Look for the stairs leading down to the lower level.

At the bottom of the stairs is the North Dakota Institute for Regional Studies. This room houses the archives of NDSU and historical materials on the Red River Valley and North Dakota.

To your right is the Library Gallery. Art and photography exhibits hung here are changed periodically.

Walk beyond the display cases to the microforms area. Microform materials and equipment are located here. If you need assistance, ask at the Periodicals/Microforms Desk near the microforms area.

Near the Periodicals/Microforms Desk are a photocopy room, typewriter rooms, and a change machine.

Directly ahead of you near the windows is the current periodicals reading area. This year's issues of periodicals are kept there.

Periodicals older than the current year occupy the remainder of the lower level. Also on this floor, in the far northwest corner, is the map collection. This collection includes the United States Geological Survey topographic maps and road and city maps.

Photocopiers are located on the main and lower levels; rest rooms are located on each floor. Small group study and conference rooms are located on the upper and lower levels.

This ends your self-guided tour of the Library.

As you are using the library, remember that people are an important part of the resources of this library. The staff is always ready to assist you--just ask.

TWO
ONLINE CATALOG

The Online Catalog is the computerized listing of books and audio-visual materials in the NDSU Library. The NDSU Library does not have a card catalog. Several terminals for accessing the Online Catalog are located on the main floor and upper level of the Library.

BASIC DIRECTIONS

To send messages to the computer, press the "New Line" key. To correct a typing error, press the "Back Space" key and retype. Spaces are essential after all commands and between words.

TO DISPLAY RESULTS

When the computer has searched for an item as you instructed it, you will get a message back telling how many records matched your instructions. To see the results, type **DI** (for display).

For example, if the computer tells you "1 RECORDS MATCHED THE SEARCH", type **DI**. The computer will display the record for that item on the screen and provide information such as author, title, call number, etc. If the computer tells you more than one record matched your search, type **DI**.

For example, if nine records matched the search, type **DI**. The computer will list the dates, titles, and authors for those items. Select the one you want and type **DI NUMBER** (for example, **DI 3**). You may list more than one number (for example, **DI 2 4 7 9**), and type **NR** (for "next record") to look at each record.

To determine if the book is on the shelves or is already checked out, type **DS** after each record display.

SEARCHING BY AUTHOR AND TITLE ("COMBINATION SEARCH")

When you know both the author and title of an item, the combination search is the best way to find out if the Library has the work.

To search by author/title combination:

1. Type: **CO [Author's Last Name] [First Title Word]** (leave off "a", "an", or "the" at the beginning of the title)
2. Press the "New Line" key

For example, to search for The Solar System and Back by Isaac Asimov, type **CO ASIMOV SOLAR**

```
)CO ASIMOV SOLAR

   1 RECORDS MATCHED THE SEARCH
----Type DI 1    to Display the record

)DI


Screen 001 of 001  Record 0001 of 0001 TRN                        Catalog TRN
LOCTN: Q171 .A718
AUTHR: Asimov, Isaac, 1920-
TITLE: The solar system and back.
EDITN: [1st ed.]
PUBLR: Garden City, N.Y., Doubleday, 1970.
DESCR: xiv, 246 p. illus. 22 cm.
NOTES: The seventh planet.--The dance of the Sun.--Backward, turn
         backward.--Little lost satellite.--Little found satellite.--View
         from Amalthea.--The dance of the satellites.--The planetary
         eccentric.--Just right.--The incredible shrinking people.--The
         first metal.--The seventh metal.--The predicted metal.--The
         terrible lizards.--The dying lizards.--Counting
         chromosomes.--Uncertain,.coy, and hard to please.
SUBJT: Science--Addresses, essays, lectures.
----Type DS to Display item availability Status

)DS


BAR-CODE-ID     LOCATION      COPY  DUE--DATE-TIME  HOLDS  RESERVE-ID
30109001477994  STACKS         01   *ON SHELVES      000
```

SEARCHING BY TITLE

To find out if the Library has an item when you know only the title:

1. Type: **TI [Title of Book]** (leave off "a", "an", or "the" at the beginning of the title)
2. Press the "New Line" key

For example, to search for the title The Measure of the Universe, type: **TI MEASURE OF THE UNIVERSE**

```
)TI MEASURE OF THE UNIVERSE

   2 RECORDS MATCHED THE SEARCH
----Type DI 1-2  to Display the records
)DI


Screen 001 of 001                                                 Catalog TRN
NMBR DATE  --------------------TITLE--------------------  -------AUTHOR-------
0001 1965  The measure of the universe; a history of mo  North, John David.
0002 1983  The measure of the universe /                 Asimov, Isaac,
----Type DI NMBR(s) to Display specific records

)DI 2


Screen 001 of 001  Record 0002 of 0002 TRN                        Catalog TRN
LOCTN: QC39 .A76 1983
AUTHR: Asimov, Isaac, 1920-
TITLE: The measure of the universe./ Isaac Asimov ; illustrations by Roger
         Jones.
EDITN: 1st ed.
PUBLR: New York : Harper & Row, c1983.
DESCR: 339 p. : ill. ; 25 cm.
SUBJT: Physical measurements--Popular works.
----Type DS to Display item availability Status

)DS

BAR-CODE-ID     LOCATION      COPY  DUE--DATE-TIME  HOLDS  RESERVE-ID
30109000948854  STACKS         01   *ON SHELVES      000
```

SEARCHING BY AUTHOR

To obtain a list of items that our library has by an author:

1. Type: **AU [Last Name] [First Name] [Middle Initial]** (if you know only part of the name, enter as much as you know)
2. Press the "New Line" key

For example, to search for the author Isaac Asimov, type: **AU ASIMOV ISAAC**

```
)AU ASIMOV ISAAC

  58 RECORDS MATCHED THE SEARCH
----Type DI 1-20 to Display first 20 records

)DI

Screen 001 of 003                                                    Catalog TRN
NMBR DATE  --------------------TITLE--------------------  -------AUTHOR-------
0001 1978  100 great science fiction short short stories
0002 1980  The annotated Gulliver's travels : Gulliver  Swift, Jonathan,
0003 1970  Asimov's guide to Shakespeare.                Asimov, Isaac,
0004 1972  Asimov's biographical encyclopedia of science  Asimov, Isaac,
0005 1968- Asimov's guide to the Bible.                  Asimov, Isaac,
0006 1964  Asimov's biographical encyclopedia of science  Asimov, Isaac,
0007 1974  Asimov on chemistry.                          Asimov, Isaac,
0008 1976  Asimov on physics /                           Asimov, Isaac,
0009 1977  Asimov on numbers /                           Asimov, Isaac,
0010 1968  Asimov's mysteries.                           Asimov, Isaac,
0011 1981  Asimov on science fiction /                   Asimov, Isaac,
0012 1984  Asimov's New guide to science /               Asimov, Isaac,
0013 1985  Asimov's Guide to Halley's comet /            Asimov, Isaac,
0014 1981  Change! : seventy-one glimpses of the future  Asimov, Isaac,
0015 1977  The collapsing universe /                     Asimov, Isaac,
0016 1972  The early Asimov; or, Eleven years of trying  Asimov, Isaac,
0017 1982  Exploring the earth and the cosmos : the gro  Asimov, Isaac,
0018 1979  Extraterrestrial civilizations /              Asimov, Isaac,
0019 1975  Eyes on the universe : a history of the tele  Asimov, Isaac,
0020 1966  Fantastic voyage; a novel.                    Asimov, Isaac,
----Type DI NMBR(s) to Display specific records / DI to continue thru the list

)DI 10 14 16 18


Screen 001 of 001  Record 0010 of 0058 TRN                           Catalog TRN
LOCTN: PS3551.S5 A6 1968
AUTHR: Asimov, Isaac, 1920-
TITLE: Asimov's mysteries.
EDITN: [1st ed.]
PUBLR: Garden City, N.Y., Doubleday, 1968.
DESCR: xi, 228 p. 22 cm.
NOTES: The singing bell.--The talking stone.--What's in a name?--The dying
       night.--Pate de foie gras.--The dust of death.--A joint of
       paw.--I'm in Marsport without Hilda.--Marooned off
       Vesta.--Anniversary.--Obituary.--Star light.--The key.--The
       billiard ball.
----Type DS to Display item availability Status
----Type NR to display Next Record in list
```

WORKSHEET TWO
ONLINE CATALOG

Search the Online Catalog for the book AN APPLE FOR THE TEACHER by George H. Culp. Fill in the following information:

Type of search used (CO, AU, TI):

What did you type?

Call Number [LOCTN]:

Author:

Title:

Place of publication and publisher:

Date:

Was the book checked out? (type DS)

THREE
TERM AND SUBJECT SEARCHES
USING THE ONLINE CATALOG

SEARCHING BY TERMS

Searching by "term" means that the computer searches the title, subject, series, alternate title, notes, or corporate author for specific words supplied by you. You may instruct the computer to search for a single word or for several words.

If you want to do a single-term search:

1. Type: **TE [Word You Have Chosen]**
2. Press the "New Line" key

For example, if you are interested in "football" type **TE FOOTBALL.**

If you wish to do a multiple-term search (using two or more words):

1. Type: **TE [Word] [Word] [Word] [Word]**
2. Press the "New Line" key

```
)TE BIRDS NORTH DAKOTA


 668 RECORD MATCHES AFTER TERM BIRDS
 123 RECORD MATCHES AFTER TERM NORTH
  24 RECORDS MATCHED THE SEARCH
----Type DI 1-20 to Display first 20 records

)DI

Screen 001 of 002                                              Catalog TRN
NMBR DATE  ----------TITLE----------                  -------AUTHOR-------
0001 1956  An annotated bibliography of North Dakota orn  Stephens, Thomas Cal
0002 1953  Birds of the Theodore Roosevelt National Memo  Stevens, Orin Alva,
0003 1975  Breeding birds of North Dakota /               Stewart, Robert E.
0004 1963  Breeding bird populations in nine selected sh  Clarens, Richard D.
0005 1986  Breeding biology of yellow-billed loons on th  North, Michael Richa
0006 1985  Effects of weather on breeding ducks in North  Hammond, Merrill C.
0007 1985  Effects of specialized grazing systems on upl  Messmer, Terry Allan
0008 1983  Evaluation of sharp-tailed grouse, ring-necke  Anderson, Gerald L.
0009 1981  Factors affecting diversity of selected avian  Fleckenstein, John W
0010 1964  Feathers from the prairie : a short history    Johnson, Morris D.
0011 1972  Feeding ecology of the pintail (Anas acuta) i  Krapu, Gary Lee.
0012 1981  Habitat use by birds during spring migration   Schwartz, Michael De
0013 1971  Injection studies of cortical and medullary o  Phipps, Gary Lee.
0014 1917  List of North Dakota birds found in the Big C  Judd, Elmer T.
0015 1950  A migration list from Fargo, North Dakota, 19  Stevens, Orin Alva.
0016 1957  Morphological studies of the air sacs of the   Schnell, Richard Dal
0017 1970  North Dakota species pairs /                   Kroodsma, Roger Lee.
0018 1952  A provisional checklist of birds of North Dak  Randall, Robert M.
0019 1982  Roost habitat selection by sandhill cranes in  Soine, Pamela Jane.
0020 1961  A study of the teratogenic effect of abnormal  Berger, John Andrew
----Type DI NMBR(s) to Display specific records / DI to continue thru the list

)DI 3

Screen 001 of 001  Record 0003 of 0024 TRN                     Catalog TRN
LOCTN: QL684.N9 S73
LOCTN: INST. RM. QL684.N9 S73
AUTHR: Stewart, Robert E.
TITLE: Breeding birds of North Dakota / by Robert E. Stewart.
PUBLR: Fargo, N.D. : Tri-college Center for Environmental Studies, 1975.
DESCR: 295 p. (9) col. leaves of plates : ill. ; 29 cm.
SUBJT: Birds--Eggs and nests.
SUBJT: Birds--Reproduction.
SUBJT: Birds--North Dakota.
----Type DS to Display item availability Status
```


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SEARCHING BY SUBJECTS

It is often difficult to determine what word or phrase to look for when searching for materials on a given subject in the Online Catalog. In order to establish uniformity in the wording of subjects, the NDSU Library uses the Library of Congress Subject Headings, a two-volume set of large red books kept on a stand against the west wall of the main corridor (near the computer terminals).

Before conducting a subject search using the Online Catalog, you should consult Library of Congress Subject Headings for the correct subject.

To get a list of items we have in our library on a subject:

1. Type: **SU [Subject For Your Topic] #**
2. Press the "New Line" key

For example, to search for information on the topic "learning disabilities", type **SU LEARNING DISABILITIES #**. (Always type the "#" sign after your subject for the best results.)

Valid subjects may also be obtained by looking at the SUBJ (subject) fields listed at the end of Online Catalog records.

```
)SU LEARNING DISABILITIES #

  63 RECORDS MATCHED THE SEARCH
----Type DI 1-20 to Display first 20 records

)DI

Screen 001 of 004                                                Catalog TRN
NMBR DATE  ---------------------TITLE--------------------  -------AUTHOR------
0001 1979  Arithmetic and learning disabilities : guide  Johnson, Stanley W.,
0002 1985  Bilingualism and special education : issues   Cummins, Jim,
0003 1987  Career decision making for adolescents and yo Biller, Ernest F.
0004 1983  Central auditory processing disorders : prob
0005 1975  Chicorel index to learning disorders--books / Chicorel, Marietta.
0006 1974  Chicorel index to reading disabilities : an  Chicorel, Marietta.
0007 1976- Chicorel index to reading and learning disabi
0008 1975- Chicorel abstracts to reading and learning di
0009 1971  Children with learning disabilities: theorie Lerner, Janet W.
0010 1973  Childhood learning, behavior, and the family  Taichert, Louise C.
0011 1985  The clinical teaching model : clinical insig Sapir, Selma G.
0012 1981  A cognitive approach to learning disabilities Reid, D. Kim.
0013 1981  Cross age and peer tutoring : help for child Jenkins, Joseph R.
0014 1976  Developmental and learning disabilities : ev Meier, John,
0015 1978  Education and the brain /
0016 1976  An examination of the utility and validity of Mabee, Walter S.
0017 1981  Handbook of special education /
0018 1979  The hidden handicap : helping the marginally Kranes, Judith Ehre.
0019 1975  Identifying early learning gaÍa gap symbollps Banas, Norma.
0020 1978  Identification of specific learning disabilit Ohlson, E      LaMo
----Type DI NMBR(s) to Display specific records / DI to continue thru the list

)DI 18 14 4 20

Screen 001 of 001  Record 0018 of 0063 TRN                       Catalog TRN
LOCTN: LC4704 .K7
AUTHR: Kranes, Judith Ehre.
TITLE: The hidden handicap : helping the marginally learning disabled from
       infancy to young adulthood / Judith Ehre Kranes.
PUBLR: New York : Simon and Schuster, c1979.
DESCR: 269 p. : ill. ; 22 cm.
SUBJT: Learning disabilities.
----Type DS to Display item availability Status
----Type NR to display Next Record in list
```

SUBJECT TERM SEARCHING

Terms from valid subjects may be searched. To conduct a Subject Term search:

1. Type: **ST [Subject Term]**
2. Press the "New Line" key

For example, to search for materials with subjects that include the term "disabilities", type **ST DISABILITIES.** The computer will only search the SUBJ lines of the records.

```
)ST DISABILITIES

  70 RECORDS MATCHED THE SEARCH
----Type DI 1-20 to Display first 20 records

)DI

Screen 001 of 004                                                Catalog TRN
NMBR DATE  --------------------TITLE--------------------  -------AUTHOR-------
0001 1979  Arithmetic and learning disabilities : guide  Johnson, Stanley W.,
0002 1985  Bilingualism and special education : issues   Cummins, Jim,
0003 1983  Central auditory processing disorders : prob
0004 1975  Chicorel index to learning disorders--books /  Chicorel, Marietta.
0005 1974  Chicorel index to reading disabilities : an   Chicorel, Marietta.
0006 1976- Chicorel index to reading and learning disabi
0007 1975- Chicorel abstracts to reading and learning di
0008 1971  Children with learning disabilities: theorie  Lerner, Janet W.
0009 1973. Childhood learning, behavior, and the family  Taichert, Louise C.
0010 1976  Children with learning disabilities : theori  Lerner, Janet W.
0011 1985  The clinical teaching model : clinical insig  Sapir, Selma G.
0012 1981  A cognitive approach to learning disabilities  Reid, D. Kim.
0013 1981  Cross age and peer tutoring : help for child  Jenkins, Joseph R.
0014 1976  Developmental and learning disabilities : ev  Meier, John,
0015 1977- Developmental disabilities abstracts.
0016 1985  Early identification of children at risk : a
0017 1978  Education and the brain /
0018 1976  An examination of the utility and validity of  Mabee, Walter S.
0019 1974  Handbook on learning disabilities: a prognos
0020 1981  Handbook of special education /
----Type DI NMBR(s) to Display specific records / DI to continue thru the list
```

WORKSHEET THREE
TERM AND SUBJECT SEARCHES
USING THE ONLINE CATALOG

Using relevant subject headings and/or terms, look in the Online Catalog for books on an education topic of your choice. Supply the following information for three books.

1. Search used:

   Call Number:

   Author:

   Title:

   Date:

2. Search used:

   Call Number:

   Author:

   Title:

   Date:

3. Search used:

   Call Number:

   Author:

   Title:

   Date:

The Online Catalog has features to limit the scope of your search and to locate materials in other libraries. The Minnesota State Universities and Concordia College are part of the Online Catalog database, as are many Minnesota community college libraries and the Legislative Reference Library. The University of Minnesota is not included.

SEARCHING MOORHEAD STATE UNIVERSITY OR CONCORDIA COLLEGE

To find out if Moorhead State University or Concordia College has an item, insert **"TRM"** (for MSU) or **"TRC"** (for CC) after a search command (CO, TI, AU, TE, or SU).

For example, to search for Isaac Asimov's Only a Trillion at MSU, type: **CO TRM ASIMOV ONLY** You may search all three Tri-College libraries by inserting **"TRI"** after a search command.

```
)CO TRM ASIMOV ONLY

   1 RECORDS MATCHED THE SEARCH
----Type DI 1    to Display the record

)DI

Screen 001 of 001  Record 0001 of 0001 TRM                    Catalog TRM
LOCTN: Q171 .A7
AUTHR: Asimov, Isaac, 1920-
TITLE: Only a trillion / Isaac Asimov.
PUBLR: London, New York, Abelard-Schuman c1957.
DESCR: 193 p. ; 22 cm.
NOTES: Atoms that vanish.--Explosions within us.--Hemoglobin and the
         universe.--Victory on paper.--Abnormality of being normal.--Planets
         have an air about them.--Unblind workings of chance.--Trapping
         of the sun.--Sea-urchin and we.--Sound of panting.--Marvelous
         properties of thiotimoline.--Pate de foie gras.
NOTES: "A collection of articles, many reprinted, dealing...with various
         aspects of present-day science.  Tables, figures."  Bookmark.
SUBJT: Science--Addresses, essays, lectures.
----Type DS to Display item availability Status
```

SEARCHING OTHER LIBRARIES IN THE SYSTEM

Any of the individual libraries included in the Online Catalog system may be searched by inserting the location code of the library after a search command.

SUS = State University System
BSU = Bemidji State University
LRL = Legislative Reference Library (Minnesota)
MSU = Mankato State University
SCS = St. Cloud State University
SSU = Southwest State University
WSU = Winona State University
SYS = entire system (includes Minnesota community colleges; for a complete listing, type HELP SY)

LIMITING YOUR SEARCH

You may limit the results of your search in several ways: by date, by format (film, disk, video, etc.), or by language. To use the limit feature, you must first form a set of records by doing a search as described in Chapters Two and Three. When the computer gives you the message **nn RECORDS MATCHED THE SEARCH**, on the next line, type in your limit command (a complete list is given on the yellow card posted on each terminal).

For example, if you want only materials published since 1980, type **GT 1980** after the records matched message. You will then get a new records matched message giving you the number of records for materials published since 1980.

You may also limit your search by typing in additional terms.

USING TRUNCATION

Truncation allows you to have the computer search variations on a basic word by typing in the beginning of a word and replacing the end with **$**.

For example, to search the terms ELECTRIC, ELECTRICAL, ELECTRICITY, and any other variations of the word ELECTRIC, type **TE ELECTRIC$**. The computer will then give you the total records matching the various words beginning with ELECTRIC. (When using truncation, you should use root words having at least four letters.)

```
)TE ELECTRIC

1156 RECORDS MATCHED THE SEARCH
----Type DI 1-20 to Display first 20 records    (or)
Use AND command with additional WORD(s) or LIMITING command to reduce results

)TE ELECTRIC$

1585 RECORDS MATCHED THE SEARCH
----Type DI 1-20 to Display first 20 records    (or)
Use AND command with additional WORD(s) or LIMITING command to reduce results

)AND MOTOR$

  62 RECORDS MATCHED THE SEARCH
----Type DI 1-20 to Display first 20 records
```

You may also use truncation to search words which vary inside the word by replacing the letters that vary with **?**. For example, to search WOMEN or WOMAN, type **TE WOM?N**. You will then retrieve records with either form of the word.

BROWSING

Browsing allows you to scan a list of titles, authors, subjects, call numbers, or terms to locate a correct form or spelling. To use the browse feature, type **BR [Search Code] [Item to Search].**

For example, to see a list of all authors named Michael Miller, type **BR AU MILLER MICHAEL.** Follow the instructions at the bottom of the browse list to continue.

```
)BR AU MILLER MICHAEL

Screen 001 of 001                                              Catalog TRN
NMBR  COUNT  (AU)---------INDEX KEY------------  ------------TITLE------------
0001      1  MILLER MICHAEL BARRY                Bon Marche :
0002      3  MILLER MICHAEL H
0003      1  MILLER MICHAEL J                    Introduction to computer grap
0004      1  MILLER MICHAEL K                    Contemporary issues in theory
0005      3  MILLER MICHAEL M
0006      3  MILLER MICHAEL MARTIN
0007      2  MILLER MIKE
0008      1  MILLER MILTON H                     Comprehensive mental health:
0009      2  MILLER MORTON W
0010      1  MILLER NANCY K                      heroine's text :
0011      1  MILLER NAOMI                        Fons sapientiae :
0012      1  MILLER NATHAN                       U.S. Navy :
0013      2  MILLER NEAL ELGAR
0014      1  MILLER NORBERT                      Werke
0015      1  MILLER NORMA R                      Emerging careers :
0016      2  MILLER NORMAN
0017      1  MILLER NORMAN C                     International reserves, excha
0018      1  MILLER NORMAN CECIL EGERTO          biology of the Heteroptera,
0019      2  MILLER NORMAN P
0020      2  MILLER NORY
----Type SE NMBR(s) to select entries / BF or BB to browse forward or backward

)SE 6

   3 RECORD MATCHES FROM SELECT
----Type DI 1-3  to Display the records

)DI

Screen 001 of 001                                              Catalog TRN
NMBR DATE  ---------------------TITLE--------------------  -------AUTHOR-------
0001 1978  Bulletin boards and displays : a bibliograph  Miller, Michael Mart
0002 1975  A guide to Bicentennial display kits, posters  North Dakota.  State
0003 1976  Moments to remember /                         Miller, Michael Mart
----Type DI NMBR(s) to Display specific records
```

Instructions for doing more complex searching are posted near the terminals, or ask a librarian at the Reference desk for assistance. You may also type HELP to get a list of the online help screens.

19

WORKSHEET FOUR
ONLINE CATALOG CONTINUED

Try the following searches on the Online Catalog. Write in the number of matches for each command.

1. TE COMPUTERS

_____ RECORDS MATCHED THE SEARCH

TE COMPUT#

_____ RECORDS MATCHED THE SEARCH

AND EDUCATION

_____ RECORDS MATCHED THE SEARCH

GT 1985

_____ RECORDS MATCHED THE SEARCH

2. TE TRI COMPUTERS

_____ RECORDS MATCHED THE SEARCH

TE TRI COMPUT#

_____ RECORDS MATCHED THE SEARCH

AND EDUCATION

_____ RECORDS MATCHED THE SEARCH

GT 1985

_____ RECORDS MATCHED THE SEARCH

FIVE
LOCATING BOOKS

All library books are shelved on the upper levels, except books located in areas such as Reference or one of the Resource Centers, or books placed temporarily on reserve behind the Circulation counter.

HOW TO LOCATE A BOOK ON THE SHELVES

Library books are shelved by call numbers, which group the books according to subject. A map of call number locations for the main Library is on the wall near the Online Catalog terminals.

First, locate the first letter of the call number (H, for example). Then look for the second letter, if there is one. H comes before HA, and HM comes after HJ and before HX. Then look for the number which is the second portion of the call number. The third portion of the call number will usually start with a letter (HM
23
S for example) which will be followed by one or more numbers. These numbers should be read as though there were a decimal point before the number. Thus HM
23
S56 will be shelved before HM
23
S8
because .56 is smaller than .8. Additional lines may sometimes be used.

SPECIAL LOCATIONS

Some call numbers will begin with a line indicating a special location. These locations are:

Arch.	Architecture Resource Center
Chem.	Chemistry Resource Center
Folio	Oversize
Inst.Rm.	Institute for Regional Studies
Pharm.	Pharmacy Resource Center
Ref.	Reference

RESOURCE CENTERS

The Library maintains three Resource Centers (branch libraries) in the fields of Pharmacy, Chemistry, and Architecture. Although the Resource Centers contain materials of specific interest to these subjects, their materials are listed in the Online Catalog.

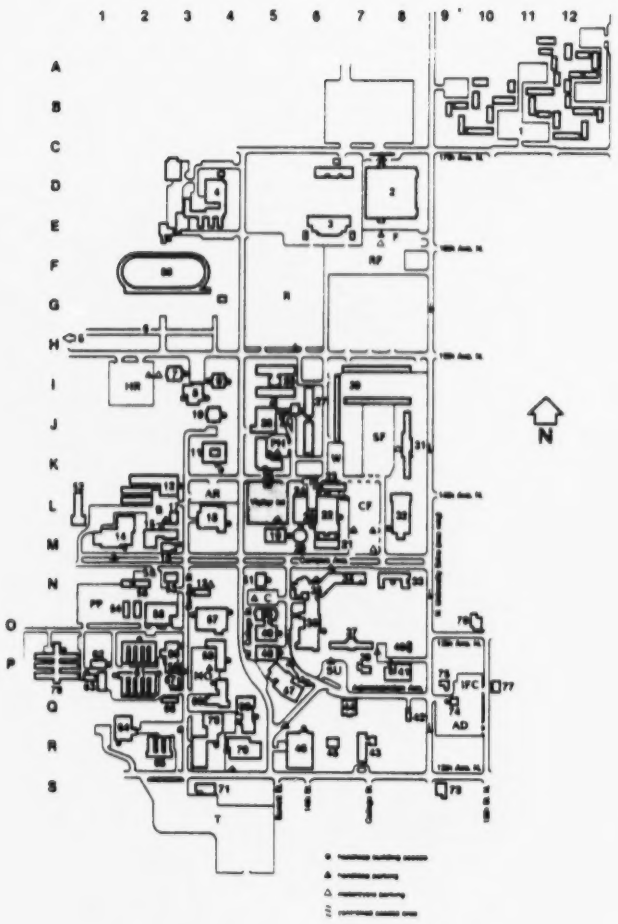
Materials in the Resource Centers may be used by anyone who has a need for them, and they may be checked out to anyone who has a

current Library ID.

The Resource Centers are located in the following buildings:

Architecture	Architecture 101
Chemistry	Ladd Hall 209
Pharmacy	Sudro Hall 135

Ask at the Reference Desk for directions to the Resource Centers.



NDSU Campus

WORKSHEET FIVE
LOCATING BOOKS

Locate one of the books you found listed in the Online Catalog for one of the earlier worksheets. Give the following information:

Title:

Call Number:

Where the Book is Located (Second Floor, Reference, etc.):

Was the Book on the Shelf?

SIX
HOW TO CHECK OUT BOOKS AND DO OTHER CIRCULATION PROCEDURES

CHECKING OUT BOOKS

To check out a book, take it to the Circulation Desk with your Library (barcode) ID. The person at the Circulation Desk will "wand" your book and Library ID with a light pen and the computer will check out the book to you. The date the book is due will be stamped inside.

OBTAINING INFORMATION ABOUT AVAILABILITY OF LIBRARY MATERIAL

Display the record for the item desired and then use the **DS** command to display the circulation status of the item.

For example,

Type: **DI 1** (to display the record of the item desired)

Type: **DS** (to display the status of the item)

PASSWORD

Your password is your last name.

PLACING A HOLD ON CURRENTLY CHECKED OUT LIBRARY MATERIAL

Display the status of the item by using the **DS** command. If the item is checked out, any holds already in place will be indicated. To place a hold, use the **HLD** command. The item will be recalled, and you will be contacted when it is available. There will be a several-day delay while the item is recalled.

For example, **HLD [Your Barcode Number] [Your Password]**

Type: **HLD 20109000099999 SMITH**

To hold one volume of a multi-volume set,

Type: **HLD 20109000099999 SMITH [Item Barcode]**

To remove a hold, use the **RHL** command:

RHL [Your Barcode Number] [Your Password] [Item Barcode]

Type: **RHL 20109000099999 SMITH 30109000343692**

OBTAINING INFORMATION ABOUT LIBRARY MATERIAL YOU HAVE CHECKED OUT

Use the **DPD** command to get a list of what you have checked out, what you have overdue, what fines you owe, and what holds you have placed, and what is on order for you at Interlibrary Loan.

For example, **DPD [Your Barcode Number] [Your Password]**

Type: **DPD 20109000099999 SMITH**

DISPLAYING A SUMMARY OF YOUR LIBRARY ACTIVITY

Use the **DPS** command to display a summary of your library activity as well as the permanent and local addresses the Library has for you. If you have a change of address, please report it to the Circulation Desk.

For example, **DPS [Your Barcode Number] [Your Password]**

Type: **DPS 20109000099999 SMITH**

For online assistance with the circulation procedures, type **HELP CI.** Help explanations are available for most circulation commands. You may also ask at the Reference Desk or Circulation Desk for assistance.

HOW TO RETURN A BOOK

Return books to the book return slot at the Circulation counter when the Library is open. After the Library is closed, you may use the book return chute at the entrance. Orange book returns are located elsewhere on campus.

WORKSHEET SIX
HOW TO CHECK OUT BOOKS
AND DO OTHER CIRCULATION PROCEDURES

Check your Circulation records in the Online Catalog. Go to any available terminal. (You will need your Library ID for this worksheet.)

Type DPS followed by your barcode number and last name. What was your response from the computer?

Type DPD followed by your barcode number and last name. What was your response from the computer for this command?

SEVEN
HOW TO LOCATE RESERVE READINGS

Instructors may place items on reserve when a short loan period is desired for these materials. They may be Library materials or an instructor's personal materials. Books and readings placed on reserve by your instructors are kept behind the Circulation/ Reserve Desk in the Main Library. Resource Centers in Chemistry, Architecture, and Pharmacy also have reserve collections. These materials are listed in the Online Catalog.

This is the procedure for checking out reserve items:

Use an Online Catalog terminal with the command **RES** and any of the following:

Course Number	(Example: 464)
Course Name	(Example: Keats and Shelley)
Instructor's Name	(Example: O'Connor)
Department	(Example: English)
Author	(Example: Wasserman)
Title	(Example: Shelley: A Critical Reading)

For example, to see what Dr. O'Connor has on reserve, type **RES O'CONNOR.** Type **DI** to list the reserve items, then type **DS** to display the availability status. It is not possible to place holds on reserve materials.

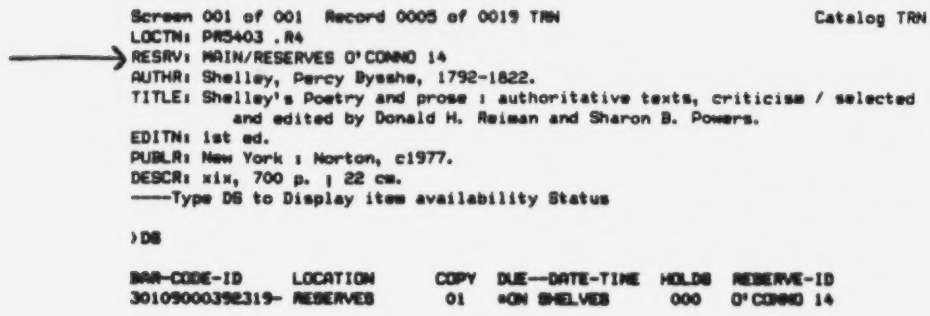
```
)RES O'CONNOR

  19 RECORDS MATCHED THE SEARCH
TYPE DI 1-19 TO DISPLAY THE RECORDS

)DI

Screen 001 of 001                                                  Catalog TRN
NMBR ------------TITLE------------  ---------COURSE---------  --INSTRUCTOR--
0001 Shelley: a critical reading     ENGL 464 KEATS AND SHELL  O'CONNOR, R.
0002 Percy Bysshe Shelley,           ENGL 464 KEATS AND SHELL  O'CONNOR, R.
0003 The letters of John Keats, 1814 ENGL 464 KEATS AND SHELL  O'CONNOR, R.
0004 John Keats /                    ENGL 464 KEATS AND SHELL  O'CONNOR, R.
0005 Shelley's Poetry and prose : a  ENGL 464 KEATS AND SHELL  O'CONNOR, R.
0006 John Keats.                     ENGL 464 KEATS AND SHELL  O'CONNOR, R.
0007 The evolution of Keats's poetry ENGL 464 KEATS AND SHELL  O'CONNOR, R.
0008 John Keats.                     ENGL 464 KEATS AND SHELL  O'CONNOR, R.
0009 The evolution of Keats's poetry ENGL 464 KEATS AND SHELL  O'CONNOR, R.
0010 The poems of John Keats /       ENGL 464 KEATS AND SHELL  O'CONNOR, R.
0011 The letters of John Keats, 1814 ENGL 464 KEATS AND SHELL  O'CONNOR, R.
0012 John Keats: the living year, 21 ENGL 464 KEATS AND SHELL  O'CONNOR, R.
0013 The mask of Keats; a study of   ENGL 464 KEATS AND SHELL  O'CONNOR, R.
0014 The Keats circle; letters and   ENGL 464 KEATS AND SHELL  O'CONNOR, R.
0015 The Keats circle; letters and   ENGL 464 KEATS AND SHELL  O'CONNOR, R.
0016 John Keats; the making of a poe ENGL 464 KEATS AND SHELL  O'CONNOR, R.
0017 Shelley,                        ENGL 464 KEATS AND SHELL  O'CONNOR, R.
0018 Shelley,                        ENGL 464 KEATS AND SHELL  O'CONNOR, R.
0019 Shelley's annus mirabilis : th  ENGL 464 KEATS AND SHELL  O'CONNOR, R.
----Type DI NMBR(s) to Display specific records

)DI 5
```



```
Screen 001 of 001  Record 0005 of 0019 TRN                    Catalog TRN
LOCTN: PR5403 .R4
RESRV: MAIN/RESERVES O'CONNO 14
AUTHR: Shelley, Percy Bysshe, 1792-1822.
TITLE: Shelley's Poetry and prose : authoritative texts, criticism / selected
       and edited by Donald H. Reiman and Sharon B. Powers.
EDITN: 1st ed.
PUBLR: New York : Norton, c1977.
DESCR: xix, 700 p. ; 22 cm.
-----Type DS to Display item availability Status

>DS

BAR-CODE-ID     LOCATION      COPY  DUE---DATE-TIME  HOLDS  RESERVE-ID
30109000392319- RESERVES       01   ON SHELVES       000   O'CONNO 14
```

Copy the Reserve ID and take it to the Circulation/Reserves Desk to obtain the item. The Reserve ID will usually consist of the instructor's last name and a 1- or 2-digit number. (The computer will shorten names to seven characters, but please use the instructor's full name when asking for the item.)

You will need your Library ID to check out reserve items. Remember to return items promptly, as the computer will calculate overdue fines and generate bills.

WORKSHEET SEVEN
HOW TO LOCATE RESERVE READINGS

Check the Online Catalog for what items are on Reserve for English classes. Provide the following information.

What did you type into the Online Catalog?

How many records matched the search?

EIGHT
REFERENCE ROOM

The Reference Room is the information center of the Library. Reference librarians can help you locate materials for your research--whether in the Reference Room, the entire Library, or outside the Library. When you need assistance in using the Library or in locating information, ask the librarians at the Reference Desk.

The reference collection includes materials such as dictionaries, encyclopedias, handbooks, almanacs, directories, and other "quick reference" books. The reference collection also includes telephone books from cities throughout the country, college catalogs from hundreds of colleges, occupational materials, travel brochures, standards, and annual reports of companies.

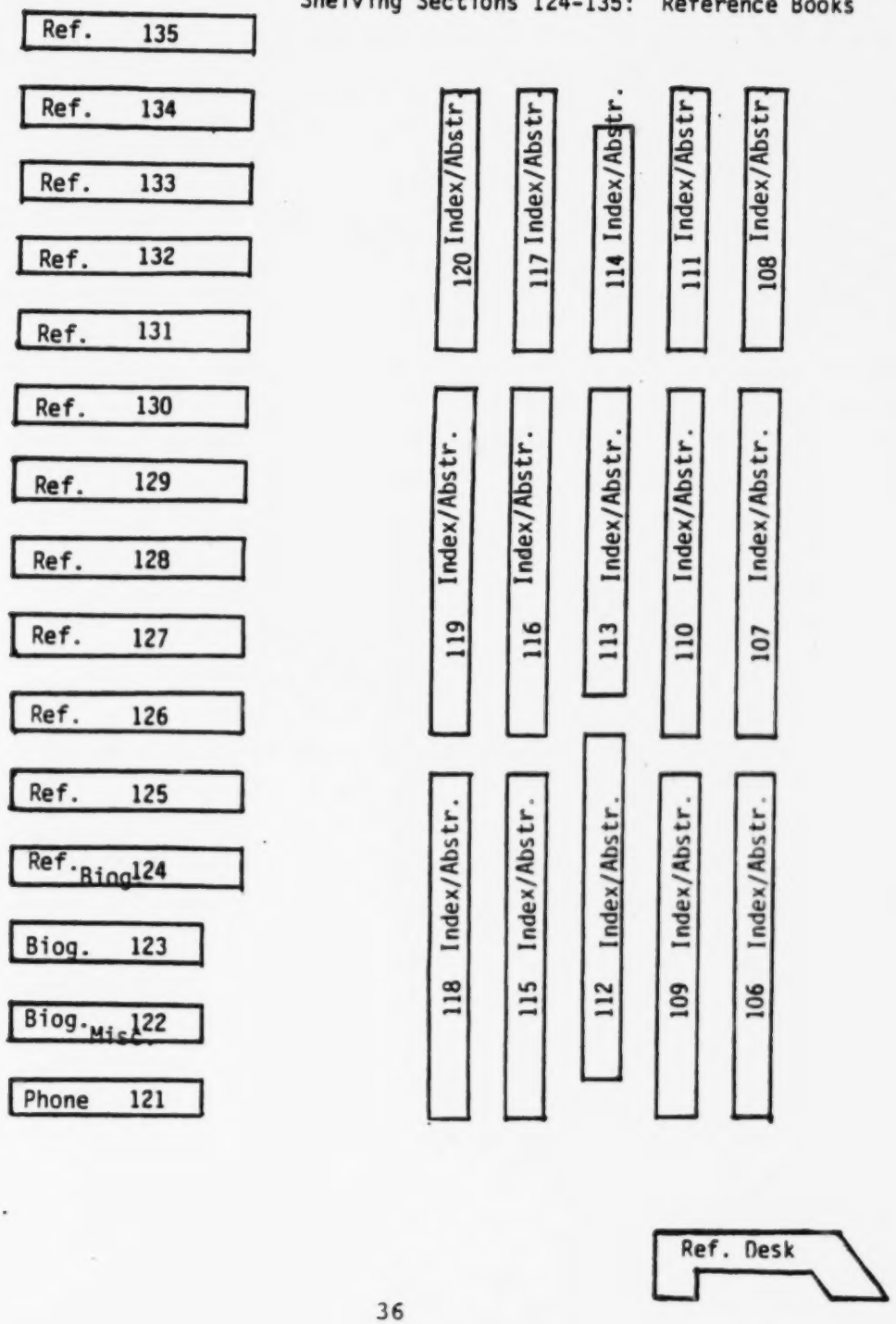
The reference collection contains indexes and abstracts. These are subject and author lists of articles contained in journals and selected other materials. Indexes and abstracts enable you to quickly find articles on a subject or by an author.

Collections of short biographical material are also kept in the Reference Room.

The Reference Room is divided into three main sections: reference books, indexes and abstracts, and biographies. See the Reference Room map on the next page for the locations of reference materials. "Ref." above the call number indicates the book is in the reference book section (Shelving Sections 124 through 135). "Ref. Index/Abstr." designates the index and abstract section (Shelving Sections 106 through 120). "Ref. Biog." designates the reference biography section (Shelving Sections 122 through 124). Miscellaneous materials such as telephone directories, corporate annual reports, and college catalogs are shelved on Shelving Sections 121 through 122.

REFERENCE ROOM MAP

Shelving Sections 106-120: Ref. Index/Abstracts
Shelving Section 121: Telephone Books
Shelving Section 122: College Catalogs & Miscellaneous
Shelving Sections 122-124: Ref. Biography
Shelving Sections 124-135: Reference Books



WORKSHEET EIGHT
REFERENCE ROOM

1. Go into the Reference Room and locate the set of books with the call number Ref.
   E
   173
   A793 Be sure you are looking in the reference books section of the room. (See the map on the facing page.)

   The title of this set is:

2. Next, go to the reference biography area. Locate the set of books with the call number Ref.
   Biog.
   CT
   100
   C8

   The title of this set is:

3. Locate the index with the call number Ref.
   Index/
   Abstr.
   AI
   3
   R4

   The title of this index is:

NINE
DICTIONARIES

Dictionaries are books which contain lists of words in alphabetical order. The definitions of these words are given, as well as how they are pronounced. Some dictionaries may show how words are used in speech or writing and how the word came from other languages into our language. They also may trace the changes in the meaning of a word from the way it was used centuries ago to the way it is used now.

Large dictionaries which try to include every word in the language are call unabridged dictionaries, while the smaller, abridged ones try to limit themselves to the more commonly used words.

UNABRIDGED DICTIONARIES (kept on tops of reference counters)

Webster's New Universal Unabridged Dictionary, second edition

Random House Dictionary of the English Language

Webster's New International Dictionary of the English Language, second edition

Webster's Third New International Dictionary, third edition

Oxford English Dictionary

A dictionary of special interest is the Oxford English Dictionary (often called the "OED", a thirteen-volume set (Ref. PE 1625 N53 1933) (Shelving Section 133). The goal of the OED is to include entries on every word in English used from 1160 on. It gives meanings, spellings, pronunciation, derivation, etc., but is especially strong in its historical tracing of each word in the language. It also gives the dates of the first recorded uses of particular meanings of words, with quotations illustrating these meanings.

SPECIALIZED SUBJECT DICTIONARIES

The Reference Collection also contains many subject-specific dictionaries. These dictionaries contain definitions for words and phrases used in specialized areas. Some examples are listed below. Ask the reference librarian for dictionaries in other subject areas.

Encyclopedic Dictionary of Psychology (Ref. BF 31 E555 1983) (Shelving Section 125)

Dictionary of Education (Ref. LB 15 R64 1982) (Shelving Section 132)

Words of Wall Street: 2,000 Investment Terms Defined (Ref. HG 4513 P47 1983) (Shelving Section 127)

Dictionary of Computing (Ref. QA 76.15 D526 1986) (Shelving Section 134)

Dictionary of Music (Ref. ML 100 D56 1983) (Shelving Section 132)

Taber's Cyclopedic Medical Dictionary (Ref. R 121 T18 15th Ed. 1985) (Shelving Section 134)

FOREIGN-LANGUAGE DICTIONARIES

There are two primary types of foreign-language dictionaries. First, there is the dictionary written entirely in one language for people who speak the language; these can be of any size, variety, or complexity, abridged or unabridged. Second is the English to foreign-language/foreign-language to English dictionary, of use primarily to the student of the language. These dictionaries, too, can vary in scope and complexity, but as a rule are less apt than the first kind to give the special nuances and idioms of the language.

Following is a list of foreign-language dictionaries giving their general reference call number. These call numbers are located on Shelving Sections 132, 133, and 134.

CALL NUMBER	LANGUAGE	CALL NUMBER	LANGUAGE
Ref. PJ 6640	Arabic	Ref. PC 1640	Italian
Ref. PG 979	Bulgarian	Ref. PL 679	Japanese
Ref. PL 1736	Cantonese	Ref. PL 937	Korean
Ref. PL 1736	Chinese	Ref. PK 6906	Kurdish
Ref. PG 4640	Czechoslovakian	Ref. PL 4251	Lao
Ref. PM 1023	Dakota (Sioux)	Ref. PA 2365	Latin
Ref. PD 4640	Danish	Ref. PL 5125	Malay
Ref. PF 640	Dutch	Ref. PF 640	Netherlands
Ref. PE 1628	English	Ref. PD 2691	Norwegian
Ref. PE 279	Anglo-Saxon	Ref. PK 6379	Persian
Ref. PE 679	Middle English	Ref. PG 6640	Polish
Ref. PE 279	Old English	Ref. PC 5333	Portuguese
Ref. PE 1625	Oxford English	Ref. PC 779	Rumanian
Ref. PH 279	Finnish	Ref. PG 2640	Russian
Ref. PC 2640	French	Ref. PK 933	Sanskrit
Ref. PC 2815	Old French	Ref. PG 1376	Serbo-Croatian
Ref. PF 3640	German	Ref. PM 1023	Sioux
Ref. PD 1191	Gothic (Biblical)	Ref. PC 4640	Spanish
Ref. PA 445	Greek	Ref. PC 4829	Chicano
Ref. PL 6446	Hawaiian	Ref. PL 8703	Swahili
Ref. PJ 4833	Hebrew	Ref. PD 5640	Swedish
Ref. PH 2640	Hungarian	Ref. PL 191	Turkish
Ref. PD 2437	Icelandic	Ref. PG 3991	Ukrainian
Ref. PL 5076	Indonesian	Ref. PL 4376	Vietnamese
Ref. PB 1291	Irish	Ref. PJ 5117	Yiddish

WORKSHEET NINE
DICTIONARIES

1. Locate a general unabridged dictionary. Look up education or an education-related term. Provide the following:

   Dictionary you used:

   Term looked up:

   Definition:

2. Look up education or an education-related term in a specialized dictionary. Use any of the dictionaries listed or locate another. Provide the following:

   Dictionary you used:

   Call number:

   Term looked up:

   Definition:

TEN
ENCYCLOPEDIAS

A general encyclopedia is often the best place to start research on a subject. Each article is written by a specialist in the field and provides a comprehensive introduction to the subject; it usually summarizes and synthesizes information from a variety of sources and provides a selective bibliography for further reading. These articles are helpful for getting a broad overview of a subject before starting research on one aspect of it, or for checking on an unfamiliar item that comes up in the course of your research (for example, a passing reference to someone apparently important, whom the author does not discuss in detail because he assumes you will recognize the name). Most encyclopedias contain many short articles in alphabetical order, so that it is necessary to consult the index in order to find all the articles relating to a given subject.

Encyclopaedia Britannica (Ref. AE 5 E363 1982) (Shelving Section 124)
This is the most famous encyclopedia in English. Originally published in Great Britain, it has been published in the United States for many years. The set still reflects its British origins in spelling, in some headings, and in the lengthy treatment of many British topics. Beginning with the 15th edition (1974), the Encyclopaedia Britannica is divided into three sections: 1) the "Propaedia", a one-volume outline of knowledge and guide to the Britannica; 2) the "Micropaedia", ten volumes (indicated by Roman numerals) which contain a large number of short articles on very specific subjects; and 3) the "Macropaedia", nineteen volumes (indicated by Arabic numerals) which contain long articles on broad topics. There is no index volume as such, since the "Micropaedia" contains both cross-references for its own use and references (with volume and page numbers) to the longer articles in the "Macropaedia". (If there is a long article by the same title, its volume and page numbers will be given at the beginning of the short article.) Always begin by looking in the "Micropaedia".

Other general English-language encyclopedias include:

Collier's Encyclopedia 24 volumes (Ref. AE 5 C683) (Shelving Section 124)

Encyclopedia Americana 30 volumes (Ref. AE 5 E333) (Shelving Section 124)

World Book Encyclopedia 22 volumes (Ref. AE 5 W55) (Shelving Section 124)

SUBJECT ENCYCLOPEDIAS

In addition to general encyclopedias which cover the whole field of knowledge, there are many encyclopedias which concentrate on specific subject fields, disciplines, countries, religions, etc. The articles in these are more detailed and are apt to be much more exhaustive that those in general encyclopedias.

Examples of these are:

Encyclopedia of Educational Research 4 volumes (Ref. LB 15 E48 1982) (Shelving Section 132)

International Encyclopedia of Higher Education 10 volumes (Ref. LB 15 I57 1978) (Shelving Section 132)

Dictionary of American History 8 volumes (Ref. E 174 D52 1976) (Shelving Section 126)

Encyclopedia of Horticulture 10 volumes (Ref. SB 317.58 E94) (Shelving Section 134)

Encyclopedia of Philosophy 8 volumes (Ref. B 41 E5) (Shelving Section 125)

International Encyclopedia of Psychiatry, Psychology, Psychoanalysis and Neurology 12 volumes (Ref. RC 344 I57) (Shelving Section 134)

International Encyclopedia of the Social Sciences 17 volumes (Ref. H 41 I5) (Shelving Section 126)

McGraw-Hill Dictionary of Art 5 volumes (Ref. N 33 M23) (Shelving Section 132)

McGraw-Hill Encyclopedia of Science and Technology 15 volumes (Ref. Q 121 M3 1982) (Shelving Section 134)

New Catholic Encyclopedia 17 volumes (Ref. BX 841 N44 1967) (Shelving Section 125)

New Grove Dictionary of Music and Musicians 20 volumes (Ref. ML 100 N48) (Shelving Section 132)

WORKSHEET TEN
ENCYCLOPEDIAS

1. Look up education or an education-related subject in a general encyclopedia.

   Encyclopedia used:

   Type of information found:

2. Look up education or an education-related subject in a specialized subject encyclopedia.

   Encyclopedia used:

   Type of information found:

ELEVEN
ALMANACS

Almanacs are annual volumes of current and retrospective information, facts, and statistics. While almanacs are best used to answer simple questions of current or historical fact, the variety and diversity of information included are truly wondrous. They contain minutely specific factual data about categories of information (presidents, rivers, population, awards, religion, holidays, income, railroads, mathematics, home runs, etc.) reaching back over many years.

ALWAYS consult the index when using an almanac, otherwise you will lose much valuable time. Do not confuse the index with the table of contents. Some almanacs have the index in the front, some in the back of the volume.

The two most popular and best known general almanacs are:

Information Please Almanac (Ref. AY 64 I55) (Shelving Section 125)

World Almanac (Ref. AY 67 N5 W7) (Shelving Section 125)

Two almanacs which contain only statistics are:

Statistical Abstract of the United States (Ref. HA 202) (Shelving Section 126; second copy at Reference Desk)
This almanac is the standard summary of statistics on the social, political, and economic organization of the United States. It is designed to serve as a convenient volume for statistical reference and as a guide to other statistical publications and sources. It includes a selection of data from many governmental and private statistical publications.

Statistical Abstract of North Dakota (Ref. HA 562 U54) (Shelving Section 126; second copy at Reference Desk)
Published every several years, this almanac is intended to serve as a guide to basic data sources concerning North Dakota's people, environment, and economy.

WORKSHEET ELEVEN
ALMANACS

Locate an almanac listed in your workbook. Locate the index and look up a statistic for education. Fill in the information below.

Almanac used:

Subject from index:

Page the information is located on:

An interesting statistic found:

TWELVE
BIOGRAPHIES

Libraries receive many requests for biographical information. It is extremely important to learn about particular sources of information about people in addition to the encyclopedias, dictionaries, periodical indexes, almanacs, and other general reference sources mentioned in this book. It is also important to remember that book-length biographies can be found in the online catalog by searching the name of the person.

There are many general biographical dictionaries whose articles vary in length from a brief sentence or two to several pages. These are usually arranged in straight alphabetical order, the only problems being spellings of names (e.g., Olson, Olsen; Tolstoi, Tolstoy), and treatment of pseudonyms, titles, etc. Users of biographical sources must be aware that "facts" vary widely from one source to another owing sometimes to authors or editors, in other cases because biographees are not necessarily consistent (or truthful) in their relating of facts to biographers, in still other instances because many "facts" are a matter of interpretation or opinion. For whatever reason, it is always best to check in several sources.

SOME EXAMPLES OF GENERAL BIOGRAPHICAL SOURCES

Biography Index (Ref. Biog. Z 5301 B5) (Shelving Section 124)
A cumulative index to biographical material in magazines and books. This index is arranged by name and has an index to occupations in the back of each volume.

Webster's Biographical Dictionary (Ref. Biog. CT 103 W4 1976) (Shelving Section 122)

Other biographical sources cover prominent people from a particular country, region, or subject field. Glance at the titles in the Reference Biography section.

EXAMPLES OF NATIONAL BIOGRAPHICAL DICTIONARIES (for living people)

Who's Who (British) (Ref. Biog. DA 28 W6) (Shelving Section 122)

Who's Who in America (Ref. Biog. E 176 W642) (Shelving Section 123)

Who's Who in the Midwest (Ref. Biog. E 747 W63) (Shelving Section 123)

Who's Who in the West (Ref. Biog. F 595 W64) (Shelving Section 123)

EXAMPLES OF NATIONAL BIOGRAPHICAL DICTIONARIES (for people no longer living)

Dictionary of National Biography (British only) (Ref. Biog DA 28 D485x) (Shelving Section 122)

Dictionary of American Biography (Ref. Biog. E 176 D563) (Shelving Section 123)

Who Was Who in America (Ref. Biog E 176 W64) (Shelving Section 123)

EXAMPLES OF SPECIALIZED BIOGRAPHICAL SOURCES

Biographical Directory of the American Congress (Ref. Biog. JK 1010 A5 1971) (Shelving Section 123)

Contemporary Authors (Ref. Biog. Z 1224 C6) (Shelving Section 124)

World Who's Who in Science (Ref. Biog. Q 141 W7) (Shelving Section 124)

Biography and Genealogy Master Index

A very useful source for locating biographical information is the Biography and Genealogy Master Index (Ref. Biog. CT 214 B57 1980) (Shelving Section 122). This eight-volume set and supplements index over 350 biographical dictionaries and encyclopedias. Entries are listed under names, followed by years of birth and/or death and codes indicating in which biographical source information about an individual may be located.

WORKSHEET TWELVE
BIOGRAPHIES

Go to the Biography Index (Ref. Biog. Z 5301 B5) (Shelving Section 124). Locate the INDEX TO PROFESSIONS AND OCCUPATIONS in the back of one of the volumes. Find the list for Educators, or use the list for one of the related "See also" professions. Choose a name from the list.

Name chosen:

Now look in the front part of the book under the person's name. Select an entry under the name and copy the information below.

THIRTEEN
PERIODICAL INDEXES

Encyclopedias, yearbooks, almanacs, and other reference works give you condensed information on almost every subject. But much additional information, discussion, and opinion on these same subjects can be found in the thousands of periodicals* published in this country and elsewhere. Study of a topic is seldom complete until periodical articles as well as books have been investigated.

Indexes to periodical literature usually give a complete reference to periodical articles, including author, title of the article, title of the periodical in which the article may be found, volume number, pages, date, and additional material.

To find an article in a magazine on the subject of education, look under the subject "Education" in any one of the indexes described below. A typical entry might read:

How we can improve teachers and teaching. W. J. Bennett.
Educ Dig 51:2-5 My '86

The title of the article is "How we can improve teachers and teaching", it is written by W. J. Bennett, it appeared in Education Digest in volume 51, pages 2 to 5, in the May 1986 issue.

It is important to read the instructions for use and to note the lists of periodicals indexed and their abbreviations in the front of many indexes.

Some of the most widely used indexes are:

Applied Science and Technology Index (Ref. Index/Abstr. T 1 I7)
(Shelving Section 117)
Indexes by subject more than 320 periodicals in the fields of energy, aeronautics, computer technology, geology, mathematics, mineralogy, petroleum and gas, physics, textiles, manufacturing, engineering, industry, and related subjects.

Biological and Agricultural Index (Ref. Index/Abstr. S 1 B64)
(Shelving Section 112)
Indexes by subject more than 200 periodicals in the fields of agriculture, biology, botany, ecology, genetics, horticulture, microbiology, veterinary medicine, zoology, and related subjects.

* While the words "periodical", "magazine", "journal", and "serial" do not have precisely the same meaning, they are used interchangeably in many circumstances

Business Periodicals Index (Ref. Index/Abstr. HF 5001 B983) (Shelving Section 108)
Indexes by subject more than 270 periodicals in the fields of business, management, accounting, computers, banking, marketing, advertising, and related areas.

Cumulative Index to Nursing & Allied Health Literature (CIHAHL) (Ref. Index/Abstr. RT 41 C8) (Shelving Section 112)
Indexes approximately 300 nursing, allied health, and health-related journals by subject and author. Also includes pertinent articles from popular journals.

Current Index to Journals in Education (CIJE) (Ref. Index/Abstr. L 11 C8) (Shelving Section 107)
Indexes approximately 780 major education and education-related journals. A separate subject index in the back of each issue gives citations to articles and also refers the user to article summaries in the front of the issue.

Education Index (Ref. Index/Abstr. L 11 E23) (Shelving Section 107)
Indexes more than 240 periodicals in the fields of education. Articles are listed by subject and author.

Humanities Index (Ref. Index/Abstr. AI 3 H85) (Shelving Section 106)
Indexes by subject and author more than 250 periodicals in the fields of folklore, history, language and literature, classical studies, religion, philosophy, performing arts, and related subjects.

Physical Education Index (Ref. Index/Abstr. GV 201 P49) (Shelving Section 108)
Indexes by subject nearly 200 periodicals in the fields of dance, health, physical education, physical therapy, recreation, sports, and sports medicine.

Reader's Guide to Periodical Literature (Ref. Index/Abstr. AI 3 R4) (Shelving Section 106)
Indexes more than 180 periodicals of general interest published in the United States. Articles are listed under subject and author.

Social Sciences Index (Ref. Index/Abstr. AI 3 S62) (Shelving Section 107)
Indexes by subject and author more than 260 periodicals in the fields of anthropology, economics, geography, law, criminology, political science, psychology, sociology, and related subjects.

In addition to these basic indexes, many other specialized indexes and abstracting services are located in the Reference room. Ask a librarian at the Reference desk for assistance in locating and using them.

WORKSHEET THIRTEEN
PERIODICAL INDEXES

Choose a topic. Find two articles in the Readers' Guide to Periodical Literature that would be useful for researching your topic. Supply the following information:

Topic:

1. Subject heading:

   Title of article:

   Author (if given):

   Full title of periodical (check the abbreviations page at the front of the index):

   Volume and date:

   Page numbers:

2. Subject heading:

   Title of article:

   Author (if given):

   Full title of periodical:

   Volume and date:

   Page numbers:

Subjects covered in the Readers' Guide can be investigated in further depth by using more specialized indexes. Identify the field to which your subject belongs (agriculture, history, music, art, science, law, education, etc), then select an appropriate index from the list on the previous pages of your workbook or ask at the Reference Desk for assistance. Supply the following information for two articles found in specialized indexes:

3. Index used:

Subject heading:

Title of article:

Author (if given):

Full title of periodical:

Volume and date:

Page numbers:

4. Index used:

Subject heading:

Title of article:

Author (if given):

Full title of periodical:

Volume and date:

Page numbers:

FOURTEEN
LOCATING PERIODICALS

The Library currently subscribes to more than 2400 periodicals. Like the book collection, the periodicals represent all the major subject areas. In addition to the paper copies, the Library also receives close to 1000 periodical titles on microfiche (4x6-inch flat pieces of film).

Periodicals are shelved on the lower levels in call number order. Microfiche issues are filed in call number order in cabinets in the Microforms area of the lower level. Also in this area are microfiche readers and printers. Directions for their use are posted, but if you have any difficulties, ask the person at the Periodicals/Microforms Desk for assistance.

Call numbers are obtained by checking the Tri-College Union List of Serials under the name of the periodical. See the example below for information contained in the Union List. Many copies of the Tri-College Union List of Serials computer print-out are kept on the tops of the counters in the reference room and in the periodicals area on the lower level. The Tri-College Union List of Serials also lists periodicals received by Moorhead State University, Concordia College, and Fargo-Moorhead public and hospital libraries.

Some periodicals are also listed in the Online Catalog. By the end of 1989, all periodical titles will be listed in the Online Catalog.

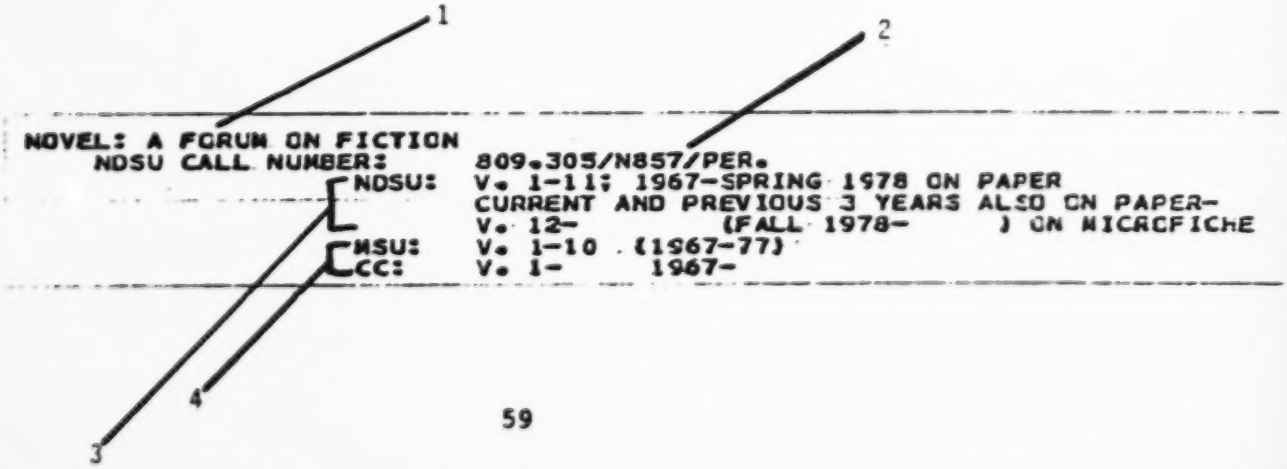
In the example below, locate the following:

1 title of periodical

2 NDSU call number

3 issues at NDSU (paper and microfiche)

4 other Fargo-Moorhead libraries which also have the periodical



WORKSHEET FOURTEEN
LOCATING PERIODICALS

For the periodicals found on the previous worksheet, look up the call numbers in the Tri-College Union List of Serials. Fill in the following information. (If the periodical is not in the Union List, write "Not in List".)

1. Periodical Title:

   NDSU Call Number:

   What Year Did NDSU Begin Receiving this Periodical?

   Is This Periodical on Microfiche?

   Other Libraries Which Receive this Periodical:

2. Periodical Title:

   NDSU Call Number:

   What Year Did NDSU Begin Receiving this Periodical?

   Is This Periodical on Microfiche?

   Other Libraries Which Receive this Periodical:

3. Periodical Title:

   NDSU Call Number:

   What Year Did NDSU Begin Receiving this Periodical?

   Is This Periodical on Microfiche?

   Other Libraries Which Receive this Periodical:

4. Periodical Title:

NDSU Call Number:

What Year Did NDSU Begin Receiving this Periodical?

Is This Periodical on Microfiche?

Other Libraries Which Receive this Periodical:

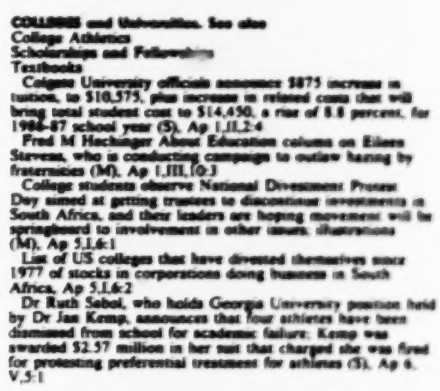
FIFTEEN
NEWSPAPER INDEXES
AND CURRENT EVENTS REFERENCE SOURCES

NEWSPAPER INDEXES

The Library has indexes to several newspapers. These are useful not only for finding a particular article in that paper, but also for pin-pointing the date an event happened. Once the date is known, information in other papers often can be located. The Library keeps several newspapers on microfilm; for example, the New York Times is on microfilm back to 1962 and the Fargo Forum is on microfilm back to 1891.

Two newspaper indexes are:

New York Times Index (Ref. Index/Abstr. AI 21 N44) (Shelving Section 107)
A subject index giving exact references to date, page, and column of the article in the New York Times. Articles under each subject are in order by date.



COLLEGES and Universities. See also
College Athletics
Scholarships and Fellowships
Textbooks
Colgate University officials announce $875 increase in tuition, to $10,575, plus increase in related costs that will bring total student cost to $14,450, a rise of 8.8 percent, for 1986-87 school year (S), Ap 1,II,2:4
Fred M Hechinger About Education column on Eileen Stevens, who is conducting campaign to outlaw hazing by fraternities (M), Ap 1,III,10:3
College students observe National Divestment Protest Day aimed at getting trustees to discontinue investments in South Africa, and their leaders are hoping movement will be springboard to involvement in other issues, illustrations (M), Ap 5,I,6:1
List of US colleges that have divested themselves since 1977 of stocks in corporations doing business in South Africa, Ap 5,I,6:2
Dr Ruth Sobol, who holds Georgia University position held by Dr Jan Kemp, announces that four athletes have been dismissed from school for academic failure; Kemp was awarded $2.57 million in her suit that charged she was fired for protesting preferential treatment for athletes (S), Ap 6, V,5:1

In the above example, the subject is "Colleges and Universities". "See also" subjects are listed at the beginning of the section, referring you to related subjects you may also wish to check. The first article listed, "Colgate University...", is in the April 1 issue, section II, page 2, column 4. (You must always remember to note the year of the index you are using, since the year does not appear in the citation. Only articles from that year are included. The example is from 1986.) The "(S)" indicates this is a short article; you will also see "(M)" and "(L)" for medium-length and long articles.

Forum Index (Fargo-Moorhead) (located on top of Shelving Section 106)
A subject and name index giving references to date and page articles in the Forum. Contains area news only, back to 1976. Articles under each subject are in order by date.

EDUCATION
Consultant Geraldine Kozberg urges community involvement 02/07/82:C-11
NDEA asks extra school aid from oil, gas leases 02/10/82:13
Education chief, Joseph Crawford, cuts staff employees* 03/04/82:1
West Fargo bond issue outlined 03/15/82:A-8
Crawford comments raise teachers' ire 04/01/82:B-1
Tanzania draws aid from education program 'Bootstrap' 05/09/82:B-9
Fargo schools get top grades 05/12/82:A-9

In this example, the subject is "Education". The first article is from the February 7, 1982 issue. The article is on page C-11.

CURRENT EVENTS REFERENCE SOURCES

Although not indexes to a newspaper, good sources of information on current events and issues are:

Facts on File (Ref. D 410 P29x) (Shelving Section 126)
Briefly summarizes national and international news events; issued weekly with cumulative indexing; set in three columns per page with each page divided into seven sections (by letters); index refers to the date, the column, and the section (e.g., 76 B 1 means page 76, Section B, column 1).

Editorials on File (Ref. D 839 E3) (Shelving Section 126)
Reprints editorials from various national newspapers; issued biweekly with cumulative indexes.

Editorial Research Reports (Ref. H 35 E35) (Shelving Section 126)
Weekly issues treat a subject currently in the news or likely to be in the near future. Each report contains a discussion of the importance and major issues of the subject, the background and history, and the possible and likely future developments. Weekly issues are combined into annual volumes. A subject and title index to the previous fifteen years is in each annual edition.

WORKSHEET FIFTEEN
NEWSPAPER INDEXES

1. Find an article or news story relating to an education topic in one of the newspaper indexes. Supply the following information:

   Index used:

   Subject heading:

   Headline or brief description of article:

   Date of newspaper:

   Page and section:

   Column (if given):

2. Use one of the current events reference sources listed in your workbook. Locate an entry or report relating to education. Fill in the following.

   Source you used:

   Year:

   Subject you looked under:

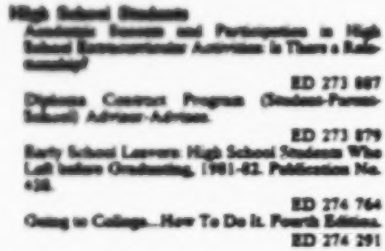
   What you found:

SIXTEEN
RESOURCES IN EDUCATION

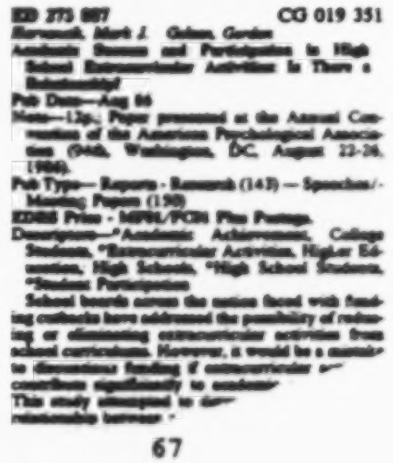
Resources in Education (RIE) (Ref. Index/Abstr. LB 1028 R4) (Shelving Section 107) is a monthly abstract journal announcing recent report literature related to the field of education. It is commonly referred to as "ERIC" since it is compiled by the Educational Resources Information Center (ERIC), a nationwide information network for acquiring, abstracting, indexing, and storing education-related reports. Resources in Education does not include periodical articles. Reports are published on microfiche. Complete sets of fiche are located at the Moorhead State University Library and the University of North Dakota Library. You may borrow the fiche through Interlibrary Loan; just request them by number.

Resources in Education is organized in two sections--the abstracts section in the front of each monthly issue, and the indexes in the back section. Annual editions contain the abstracts and indexes in separate volumes.

To use Resources in Education, consult the indexes first. For example, for reports on high school students, look in the subject index under High School Students.


High School Students
Academic Success and Participation in High School Extracurricular Activities: Is There a Relationship?
ED 273 887
Diploma Contract Program (Student-Parent-School) Advisor-Advisee.
ED 273 879
Early School Leavers: High School Students Who Left before Graduating, 1981-82. Publication No. 438.
ED 274 764
Going to College...How To Do It. Fourth Edition.
ED 274 291

Select the report you are interested in. Copy the ED number located at the end of each title. Locate the ED number in the abstracts section of Resources in Education. You will find the author, title, and sponsoring agency or source for the publication. You will also find an abstract--or summary--of the publication.


ED 273 887 CG 019 351
Author. Author J. Author, Gordon
Academic Success and Participation in High School Extracurricular Activities: Is There a Relationship?
Pub Date—Aug 86
Note—12p.; Paper presented at the Annual Convention of the American Psychological Association (94th, Washington, DC, August 22-26, 1986).
Pub Type— Reports - Research (143) — Speeches/Meeting Papers (150)
EDRS Price - MF01/PC01 Plus Postage.
Descriptors—*Academic Achievement, College Students, *Extracurricular Activities, Higher Education, High Schools, *High School Students, *Student Participation
School boards across the nation faced with funding crutbacks have addressed the possibility of reducing or eliminating extracurricular activities from school curriculums. However, it would be a mistake to discontinue funding if extracurricular [illegible] contribute significantly to academic [illegible]. This study attempted to [illegible] relationship between [illegible]

WORKSHEET SIXTEEN
RESOURCES IN EDUCATION

Use Resources in Education to locate a report on a topic of interest to you. Provide the following information.

Year of Resources in Education you used:

Subject you looked under:

ED Number for the report you chose:

Author(s):

Title:

Publication date of report:

SEVENTEEN
INTERLIBRARY LOAN

When specific books or periodical articles are not owned by the NDSU Library, they may be obtained through Interlibrary Loan. Materials may be requested from other libraries in Fargo-Moorhead, North Dakota, and Minnesota.

The Interlibrary Loan Department cannot guarantee the time it takes for materials to arrive, but the following timetable can serve as a reasonable guideline:

Tri-College request--usually two working days
North Dakota libraries--usually one week
Minnesota libraries--within two weeks

When you need to obtain materials through Interlibrary Loan, fill out an Interlibrary Loan request card (example on following page), available at the Reference Desk or Interlibrary Loan Desk. Be sure to give as much information as possible. It is also important to include your barcode number from your Library ID. Turn in the filled-out card at the Interlibrary Loan desk.

WORKSHEET SEVENTEEN
INTERLIBRARY LOAN

Fill in the sample Interlibrary Loan form below; choose either the information for the periodical article or the book. (Do not turn this sample in to Interlibrary Loan.)

Article: Computerizing America's campuses: how technology is changing higher education. L. H. Fleet. il *Electron Learn* 6:18-23 Mr '87

Book:

```
Screen 001 of 001  Record 0001 of 0001 TRM                    Catalog TRN
LOCTN: LB1028.5 .F34
AUTHR: Fedewa, Lawrence J.
TITLE: Do computers help teachers teach? / Lawrence J. Fedewa.
PUBLR: [Washington] : Professional and Organizational Development/Instruction
and Professional Development, National Education Association,
c1987.
DESCR: 32 p. : ports. ; 28 cm.
SERIE: Search
SUBJT: Computer-assisted instruction.
-----Type DS to Display item Availability Status
```

Library Use

TRM_____

TRC_____

MTX_____

LOC_____

UND_____

CCL or CCG

VER:

Rec'd

Due

Ret'd

Chgs

NDSU INTERLIBRARY LOAN REQUEST

DATE _____

ONE REQUEST PER FORM. Write Clearly. Use ink

NAME_____ Patron Bar Code 2019000 — — — — .

Faculty ☐ Staff ☐ Grad ☐ Undergrad ☐ NON NDSU ☐

Address or Dept._____ Phone _____

Will pickup ☐ Send Campus Mail (Photocopies only) ☐ Not Needed After _____

BOOK

Author _____

Title _____

Place _____ Publisher _____ Date _____

Source of Information (online , catalog, etc.) _____

PERIODICAL

Name of Periodical _____

Vol & Issue _____ Date _____ Page Nos. _____

Author of Article _____

Title of Article _____

Source of Information (Psychological Abstract, etc.): _____

If you wish to continue this search beyond the TRI- STATE Region, you will be responsible for charges incurred. Please indicate whom to bill and dollar lim

☐ Department ☐ Bill Me, Social Security# _____ Limit $ _____

READ REVERSE SIDE

57

EIGHTEEN
THE END--THE BEGINNING

Our goals throughout this workbook have been to help you learn something about the library resources available to you on campus, how best to avail yourself of these resources, and above all to help you to be comfortable and at ease in the NDSU Library. While this is the end of this workbook, it is only the beginning of your association with the Library. You have learned where we are and something about what we are and what we have to offer. There is much more, however, and it is important for you to know that we can assist in ways that may not have been indicated in this relatively short book; check with us, for example, if you have any problems with your term papers.

We're here to help, so keep us in mind. Good luck!